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UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 020

Job Vacancy

March 13, 2009

OPEN TO:	US Citizen Eligible Family Members (USEFMs) – All Agencies
POSITION:	Voucher Examiner *FP-7
OPENING DATE:	Friday, March 13, 2009
CLOSING DATE:	Monday, March 30, 2009
WORK HOURS:	Full-time; 40 hours/week
SALARY:	*Not-Ordinarily Resident: US \$33,817 (full time) (Starting annual salary) (Position Grade: FP-7 to be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFM) AS DEFINED UNDER THE DEFINITIONS SECTION OF THIS ANNOUNCEMENT ARE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bogota is seeking an U.S. Eligible Family Member (AEFM) for employment in country for the position of Voucher Examiner in the Drug Enforcement Administration (DEA), Bogota Country Office.

BASIC FUNCTION OF POSITION

The incumbent works under the direct supervision of the Administrative Officer. The employee is responsible for maintaining all financial records and paying all invoices associated with DEA Bogota Country Office, Government Leased Quarters and Official Government Vehicles.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

- a. Education: Completion of high school is required
- b. Prior Work Experience: One year of general work experience is required.
- c. Language Proficiency*: Spanish level I (rudimentary knowledge) is required. English level IV (fluent) is required.
- d. Knowledge: Basic knowledge of accounting is required.
- e. Skills and abilities: Strong organizational and clerical skills are required. Must be familiar with Word software (Typing will be tested).

*LANGUAGE REQUIREMENT:

Primary Language: In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. A language test will not be conducted in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants will be tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Department of Justice Secret security clearance. The mission of the Drug Enforcement Administration (DEA) is to provide a drug free environment. Applicants, when applying for positions within DEA, must be aware of security clearance standards regarding any previous drug usage or experimentation. For further clarification/information, please contact DEA Administrative office.
5. Successful candidate must be able to complete a one year appointment.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612). The form is available at <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Please include a cover letter which states your primary language and how you meet each of the qualifications required for the position.
5. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
6. US Citizen EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24 B-27

- Eligible Family Members (EFM) not yet residing at post may submit applications via e-mail to: jobvacanciesbogota@state.gov . All other applicants must submit applications by hand.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad (Colombia); or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

CLOSING DATE FOR THIS POSITION: MONDAY, MARCH 30, 2009

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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